



## **ENVIRONMENTAL PLANNER AND SUSTAINABILITY COORDINATOR:**

The Town of Abingdon, Virginia is currently receiving applications for the position of PART TIME Environmental Planner and Sustainability Coordinator for the Town. This position will assist in the enforcement of zoning and other ordinances, in addition to overseeing the sustainability of town facilities and of special projects of the Town Planning Department.

This position reports directly to the Assistant Town Manager / Director of Planning. Other duties include preparation of reports and analyses, attendance at meetings of Boards and Commissions, and matters pertaining to the environment, sustainability, planning and zoning. Also, experience in office and computer related projects, ability to work with people and the public and grant writing abilities. Ability to work with Microsoft computer programs and geographical information systems a must.

Experience in planning, environmental and sustainability, municipal administration or a related field preferred. A Bachelor's Degree is not necessary at this time, but intent to acquire such is mandatory. Work experience performing planning work, public administration, including ordinance enforcement programs, or any combination of training and experience that provides the required knowledge, skills, and abilities.

Interested persons may request a job description and an application for employment at Town Hall, 133 W. Main Street, Abingdon, Va. 24210, between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday. The deadline for applications, with resumes, to be submitted to the Assistant Town Manager / Director of Planning is Friday, 13 July 2012.

The Town of Abingdon is an equal opportunity employer.